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SUMMARY OF PROCEEDINGS

DD/S TRAINING LIAISON OFFICERS MEETING

24 April 1956

ATTENDANCE:

1. Effective Writing

The Chief of the Basic School, CTR, said that during the past two runnings of the Effective Writing course, a general laxness had appeared in some students who failed to complete their assignments or failed to meet the requirements of the course. The backlog of applications for this course given by [redacted] now stands at 140. In the future the student's supervisor will be notified when a student is found to be negligent in fulfilling the requirements of the course.

2. Prerequisites for Basic Supervision

[redacted] of Basic School said that a memorandum will be issued soon to the Training Liaison Officers which will set forth the criteria which must be met by applicants wishing to enroll in the Basic Supervision course. The present running of this course shows about 50% of the students fall into the non-supervisory category. In a class of about 18 students, three non-supervisory students is considered the correct proportion if the course is to accomplish its main objective, i.e., effective management at the level of the first-line supervisor. This course is geared to be as functional as possible and the assignments levied on the students reflect the actual tasks they are doing on their jobs. [redacted] requested that the supervisor of each candidate for the course outline as specifically as possible on the Training Request Form the candidate's qualifications for the Basic Supervision course.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC NO. 4 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE: 89 NOV 77 REVIEWE
NO. PGS 2 CREATION DATE - ORG COMPI - OP II ORG CLASS S
REV CLASS C REV COORD. - AUTH: HR 70-3

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3. CTR Training Films

[redacted] of the Film Production Branch, CTR, had sent word that she was interested in receiving the names of any individuals in the DD/S offices who would be willing to participate in CTR training films. During 1956 the Film Production Branch plans to produce approximately seven films on the subject of communications. It will be necessary for individuals participating in these films to be away from their offices for about two days. The DD/S TLO's are invited to telephone their lists of names to [redacted] and she will forward them to [redacted]

4. Area Courses, Fiscal '57

The Office of Training plans to offer the following area courses during fiscal '57. More detailed course announcements will be issued in advance of each course. Meanwhile, dates and instructor's names can be found by referring to the memorandum from the AD/CTR to Training Liaison Officers, dated 2 April. For your convenience the titles of these courses are repeated below.

Regional Surveys

Free Europe
Fertile Crescent [redacted]
National Interest in Middle East
Middle East
Northeast Asia
Economic Factors in Asia
Southeast Asia
Russia in Asia
Soviet Bloc

Americans Abroad

5. It was proposed that CTR Notices be keyed to the CTR Catalog of Courses in order to assist catalog holders in keeping current on changes in course schedules and starting dates. CTR agreed to explore the feasibility of doing this.

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